



CARMEL CITY COURT

NONCRIMINAL INFRACTION AND ORDINANCE VIOLATION TICKET PROCEDURES AND INFORMATION

CARMEL CITY HALL
1 CIVIC SQUARE
SOUTH OF THE FOUNTAIN AT GRADLE DRIVE
WEST OF RANGELINE ROAD
BETWEEN CARMEL DRIVE AND 126TH STREET

(317) 571-2440

READ THE TOP OF YOUR TICKET. If your ticket is marked “Information and Summons”, you are charged with a criminal misdemeanor. The information that follows does **NOT** apply to you. If your ticket is marked “Complaint and Summons”, you are charged with a noncriminal offense or offenses, and the following information **DOES** apply to you.

The appearance date on the bottom of your ticket is for your Initial Hearing only. The officer who issued the ticket is **NOT** required to be present for that hearing. If you contest the charge against you, your case will be set for trial on a later date, and the officer, and/or other witnesses, will be required to be present at that scheduled trial. While you may admit your guilt, or plead “no contest” at the Initial Hearing, and have your case disposed of immediately, you may also deny the charge(s) against you, if you disagree with the charge(s), or simply want to have a trial.

Trials will be scheduled approximately forty-five (45) to sixty (60) days from the entry of a denial. Trials in the Carmel City Court are conducted on Mondays and Tuesdays, with some few exceptions, principally for trials of charged zoning violations. **You are expected to be on time for your trial.**

You may hire an attorney if you want to be represented by one at the trial, but you do not need to hire an attorney. You may represent yourself. If you do hire an attorney, you need to do that far enough in advance of the trial date so as not to cause a delay in the trial.

At the trial, the officer who issued the ticket, and/or other witnesses, will testify. You will have the opportunity to cross-examine, or ask the officer, and/or other witnesses, questions about their testimony after they have given it. You will also be allowed to testify to tell the Judge your side of what happened. All testimony must be given under oath or affirmation to be considered. You may also present other evidence in your own behalf, including photographs, diagrams, written documents, and the testimony of other witnesses who have first-hand knowledge of the facts at issue.

The Prosecutor or City Attorney has the burden of proving that you committed the offense(s) with which you are charged by a preponderance of the evidence. You **DO NOT** have to be proven guilty beyond a reasonable doubt. That means that enough evidence must be admitted in Court for the Judge to find that it is more likely than not that you committed the offense(s) with which you are charged. If the Prosecutor or City Attorney meets that burden of proof, a judgment will be entered against you, fines and/or court costs will be assessed, and, if your offense is a traffic offense, the judgment will be certified to the Bureau of Motor Vehicles. If the Prosecutor or City Attorney does not meet that burden of proof, a judgment will be entered in your favor and no fines or court costs will be imposed.

If fines and/or court costs are imposed, you may request that you be permitted to delay your payment. If you do not pay on time, the Court will certify your failure to pay to the Bureau of Motor Vehicles, and

your driving privileges will be suspended.

If you cannot appear for your trial and you want a continuance (postponement), you must request that continuance at least five (5) days **before** trial. You do not need to have a lawyer to get a continuance. You need to have a good reason for your continuance. That good reason must be stated in a written continuance request. That written continuance request must be delivered to the Court in person, by mail, or by fax, so that the Court **receives** it at least five (5) days before the scheduled trial date. Generally speaking, the Court will only allow one continuance to the person charged, and one to the Prosecutor or City Attorney.

If you do not appear at your trial, the Judge is permitted by law to enter a default judgment against you and impose fines and/or court costs, which you will be required to pay. The Court will certify the default judgment and failure to appear to the Bureau of Motor Vehicles and your driving privileges will be suspended.

Business casual dress is required to be worn for Court appearances. Tank tops, hats and caps, and ripped, torn, dirty, or revealing clothing, are not appropriate. Anyone dressed in such attire may be asked to leave and return when dressed appropriately.

The Court accepts cash, cashier's checks, money orders, and certified checks in payment. The Court does not accept personal or company checks, or credit or debit cards.

If you mail your payment to the Court, you must put a clearly readable return name and address on the outside of the envelope. If you do not, the envelope will not be opened, the payment will not be processed or credited to you, and you will be certified to the Bureau of Motor Vehicles as a failure to pay. Your driving privileges will then be suspended by the Bureau.

Paul A. Felix, Judge

The Court's mailing address is:

Carmel City Court
1 Civic Square
Carmel, IN 46032

The office hours for the Court are:

Monday through Friday
8:30am to 4:30pm.

The Court office is closed on City and Court holidays.

Telephone numbers:

Carmel City Court	(317) 571-2440
Hamilton County Prosecutor	(317) 776-8595
Carmel City Attorney	(317) 571-2472.

Fax number: Carmel City Court (317) 846-0835